

WHAT IS A BULLYING COMPLAINT AND HOW TO FILE A BULLYING COMPLAINT?

Pursuant to the state's Bullying in the Workplace Policy, workplace bullying is intentional, persistent, malicious, unwelcome, severe or pervasive conduct that harms, intimidates, offends, degrades or humiliates an employee, whether verbal (including written or electronic) or physical, at the place of work or during the course of employment. Workplace bullying is behavior that a reasonable person would find to be hostile, offensive and not related to an employer's legitimate business interests.

Examples of workplace bullying include but are not limited to:

- Personal attacks (angry outbursts, excessive profanity or name calling);
- Personal insults and use of offensive nicknames;
- Public humiliation;
- Encouragement of others to turn against the targeted employee;
- Spreading rumors and gossip about the targeted employee;
- Sabotage of a coworkers' work product or undermining of an employee's work performance.
- Threats or abuse to an individual or an individual's property (defacing or marking up property);
- Being unjustifiably offensive toward fellow employees, wards of the State, or the public;
- Making threats about job security without foundation; or
- Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets.

Before you file your complaint, please be aware that bullying conduct does **NOT** include:

1. A *single* incident of unreasonable behavior;
2. Disciplinary action taken in accordance with applicable law, regulation or policy;
3. Routine coaching and counseling, including feedback about and correction of, work performance or conduct;
4. Exercising management's prerogative to appoint, promote, transfer or reassign an employee; to direct or assign work, and to determine and re-determine the methods and means by which an agency's functions will be carried out;
5. Individual differences in styles of personal expression, which may lead to conflict, provided the expression is not meant to intimidate; and
6. Having differences of opinion on work-related concerns.

A bullying complaint must be filed within 30 days after the employee knew or reasonably should have known of the alleged violation.

**To file a Workplace Bullying complaint, click on the following link to
access the bullying complaint form:**

[BULLYING COMPLAINT FORM](#)